



The National Park Service
Alaska Region
Inventory & Monitoring Program

Specifications for Distribution of Reports for the Inventory and Monitoring Program

Alaska Region

National Park Service
Alaska Region Inventory & Monitoring Program
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Introduction

Once Inventory and Monitoring Program reports are completed, they should be made available to the public and other interested scientists.

What information may be distributed?

- Any report receiving a Report Series Number (see “Specifications for Report Series Numbering for the Inventory and Monitoring Program, Alaska Region”).
- Any report qualifying under the Freedom of Information Act (5 USC 552).

What to include with the report

Send a cover letter with the report. The cover letter should include any citation information that is not already stated on the report, such as keywords, abstract, author, date, and place of publication. The cover letter should provide any additional specifications the library may require or desire (as noted below).

Distribution:

Required:

Num. of Copies:	Mail To:
1	Each park the report pertains to. Mail in care of the Resource Chief.
1	Each Network the report pertains to. Mail in care of the Network Coordinator. Note: Send hardcopy and electronic Word/support documents. Electronic reports will be made available through a website/bibliographic database.
1	Each park or network's archive. Mail in care of the curator.
4	Alaska Resources Library and Information Services (ARLIS) 3150 C. Street, Suite 100 Anchorage, Alaska 99503 Notes: <ul style="list-style-type: none">• Send PDF file or URL where the document may be found.• Request notification of ARLIS catalog number when the report has been cataloged. This returned information may be forwarded to the Network Data Manager or Regional Editor. It will be used to update the NPS bibliography (NatureBIB).

2	<p>UAA Consortium Library 3211 Providence Drive Anchorage, Alaska 99508-4302 Contact: Marsha Callaway, Government Documents (907)786-1974</p> <p>Notes: ARLIS does the cataloging, while they add the location of their copy.</p>
1	<p>National Park Service, Technical Information Center C/O: Roberta Beer 12795 West Alameda Parkway PO Box 25287 Denver, Colorado 80225</p> <p>Note: Send contact information about the author. Send the name of the park and the PMIS number associated with the project, if applicable.</p>

Suggested:

Mail only to those who would be interested:

Num. of Copies:	Mail To:
2	<p>Alaska State Library PO Box G Juneau, Alaska 99811</p>
1	<p>Forest Science Laboratory Library Forest Soil References PO Box 909 Juneau, Alaska 99802</p>
1	<p>National Marine Fisheries Services Auke Bay Fisheries Laboratory Library PO Box 155 Auke Bay, Alaska 99821</p>
1	<p>Rasmusen Library University of Fairbanks Fairbanks, Alaska 99775-5480</p>
1	<p>University of Alaska Wildlife Library Department of Wildlife and Fisheries 216 Irving Building Fairbanks, Alaska 99701</p> <p>Note: For any wildlife references</p>
1	<p>US Geological Survey Branch Alaska Geology Library PO Box 80586</p>

	Fairbanks, Alaska 99708
	Note: For any geological references

References:

Alaska Regional Office. 2003. Specifications for report series numbering for the Inventory and Monitoring Program, Alaska Region. USDI National Park Service. Anchorage, AK. 12 pg